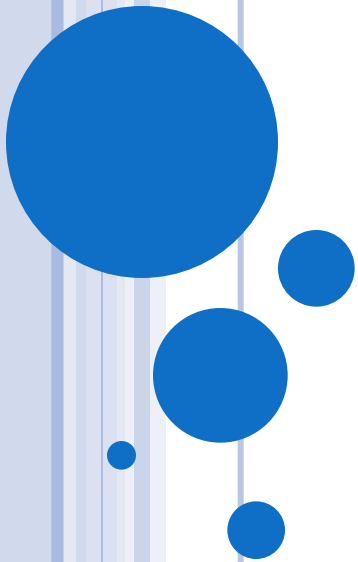


PARLIAMENTARY PROCEDURE

Rick Weible



WHAT IS PARLIAMENTARY PROCEDURE?

- **A predetermined set of “rules” that will be used to “govern” the way business will be conducted**
- **A system of procedure that allows an organization to effectively conduct its official business in a fair and democratic manner**



WHERE DOES PARLIAMENTARY PROCEDURE FALL IN REGARDS TO OTHER RULES

- This depends on the organization.
 - Federal Constitution
 - State Constitution
 - County Ordinances
 - City Ordinances
 - Bylaws of National and Local Organization
 - Usually define membership and may have special rules for running the meeting as well.
 - Roberts Rules of Order



EXAMPLE MEETING – WITHOUT TRAINING

- Need 5 Volunteers
- Role play of a sample meeting



WHY USE PARLIAMENTARY PROCEDURE?

- ✓ **Focus on one item at a time**
 - no more than one issue will be discussed
- ✓ **Extend courtesy to everyone**
 - all members have an opportunity to participate
- ✓ **Observe the rule of the majority**
 - no group decision is granted without majority
- ✓ **Ensure the rights of the minority**
 - all members have equal access to decision-making

THE IMPORTANCE OF AN AGENDA

- An agenda is a formal listing of the business that is to be conducted at a meeting
- The agenda must be approved by the membership at the start of the meeting in order to follow it
- Whenever possible, an agenda should be presented to membership well in advance of the meeting for membership review
- REMEMBER – a well-planned agenda is critical to a well run, organized meeting



SAMPLE AGENDA

It is up to each individual organization to adopt an order of business to be used at every meeting – if it has not, the official order is as follows:

1. Reading and approval of the minutes of the previous meeting
2. Reports of standing committees and officers
3. Reports of any special committees
4. Special orders (guest speakers, etc.)
5. Unfinished business
6. New Business
7. Adjournment



THE ROLE OF MEMBERS

- It is the responsibility of the membership of any organization to establish and maintain effective meeting structure
- Every member has the right and responsibility to participate in meetings and the process of parliamentary procedure
- Members must educate themselves regarding the Constitution and By-Laws of the group
- **REMEMBER** – Strong group discussion and interaction leads to strong decisions made by the group




5 CLASSIFICATIONS OF MOTIONS

- **Privileged Motions** (5) – do not relate to a pending question, however are of such great importance that they take precedence of all other questions (motions)
- **Incidental Motions** (11) – arise from another question that is pending and must be decided before the question out of which they arise (are made as the result of another motion)
- **Unclassified** (3) – have a definite purpose but are not classified as any other
- **Subsidiary Motions** (7) – applied to other motions for the purpose of appropriately disposing of them
- **Main Motion** (1) – used to bring up a new subject or idea to the group



CLASSIFICATION OF MOTIONS

- **Privileged Motions (5)** – while not relating to the immediate question, privileged motions are of such importance they take priority over all other business, and therefore are not debatable.
 - Fix the Time to Adjourn (if another question is pending)
 - Adjourn (if unqualified)
 - Take a Recess (if another question is pending)
 - Raise a Question of Privilege
 - Call for Orders of the Day
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CLASSIFICATION OF MOTIONS

- **Incidental Motions** (11) – arise from another question that is pending and must be decided before the question out of which they arise (are made as the result of another motion)
 - Questions of Order and Appeal
 - Suspension of the Rules
 - Objection to the Consideration of a Question
 - Division of a Question
 - Division of the Assembly



CLASSIFICATION OF MOTIONS

- **Unclassified (3)** – have a definite purpose but are not classified as any other category
 - Take from the Table
 - Reconsider
 - Rescind



CLASSIFICATION OF MOTIONS

- **Subsidiary Motions (7)** – are motions that are applied for the purpose of moving business along.
 - Amend
 - Limit or Extend Limits of Debate
 - The Previous Question (ends debate on a motion)
 - Commit or Refer, or Recommit
 - Postpone Definitely, or to a Certain Time
 - Lay on the Table
 - Postpone Indefinitely



CLASSIFICATION OF MOTIONS

- **Main Motion (1)** – used to bring up a new subject or idea to the group. It takes priority over nothing, that is, it cannot be made when any other question is before the group. It yields to all Privileged, Incidental, and Subsidiary Motions.
 - Only one main motion on the floor at a time



STEPS TO HANDLING A MAIN MOTION

- Stand
- Ask to be recognized by the Chair
- The Chair will recognize you
- Clearly state your motion
- The motion can be seconded by the floor
- Motion is repeated by Chair
- Motion is discussed
- The Chair restates motion
- Motion is voted on
- Results of vote announced by Chair



STEPS TO HANDLING A MAIN MOTION

- **STEP 1.** A member is recognized by the Chair and makes a motion; must use words "I MOVE"
- **Common Mistakes:** Members do not wait to be recognized or begin to discuss their motion before making a motion! In formal settings, members often forget to stand up.



STEPS TO HANDLING A MAIN MOTION

- **STEP 2.** Another member seconds the motion; must use the words "I second the motion" or simply "Second"
- **Common Mistakes:** Do not wait to be recognized by the Chair before saying "Second", when making a second you need not stand.



STEPS TO HANDLING A MAIN MOTION

- **STEP 3.** Without rewording, the Chair restates the motion to the assembly; "it has been moved and seconded that we..."
- **Common Mistake:** Motion is restated differently from the wording of the maker!



STEPS TO HANDLING A MAIN MOTION

- **STEP 4.** The Chair asks for discussion and the members debate the motion; discuss in favor and against the motion
- **Common Mistakes:** Debate gets out of control in temper, in duration, in relevance!



STEPS TO HANDLING A MAIN MOTION

- **STEP 5.** Chair asks for the affirmative votes & then the negative votes;

Common Mistakes: The Chair states 'All in favor' and fails to tell the members what to do (for example, 'say aye', 'stand up', 'raise your hand', etc.), or the negative vote is never requested or counted, Chair uses voice vote and says all in favor say "aye" all opposed like sign.



STEPS TO HANDLING A MAIN MOTION

- **STEP 6.** The Chair announces the result of the voting.

Common Mistake: The Chair fails to pronounce the result of the voting!

Remember, if a voice vote is used and you feel the group could not determine the outcome (i.e., yeas and nays are similar in quantity) you can call for hand count by saying “Division of the Assembly” or “Divide”



HOW TO AMEND A MOTION

- **The Purpose of an amendment** is to change the words or meaning of the original motion. You must vote to pass the amendment.



HOW TO AMEND A MOTION

- **Amendments can be made in 5 ways:**
 - **Adding Words-** I move to amend the motion by adding the date "May 15th" after spring deadline
 - **Striking Words** - I move to amend the motion by striking the word "new" in front of memorial
 - **Striking and Inserting Words** - I move to amend the motion by striking the number "5" and inserting the number "10".
 - **Substituting or Replacing** - This is to substitute by paragraph.
 - **Dividing the Motion into Two or more Separate Motions** - I move to amend the motion by dividing the motion into "we hold a fundraiser" and we "landscape the park as a service project".



VOTING

- Five methods of voting:
 - Voice
 - Rising or show of hands
 - Roll call
 - General consent
 - Ballot



THE CHAIR OF THE MEETING

- Typical Roles of the Chair
 - Small Groups
 - Business Board Meetings
 - City Councils
 - Large Groups
 - Federal and State Legislatures
 - Political Party Conventions



IMPORTANT TOOLS FOR YOU

- What if I don't understand what is going on?
 - Point of Information
- What if I can not hear the speaker, because too many others are talking?
 - Point of Order
- What if I think the vote was too close?
 - Call for division
 - If it is still close, call for raising of hands or standing vote
- What if new information becomes available, and the last vote may have been hasty?
 - Move to reconsider the vote on...

